

Tre Hargett, Secretary of State

## State of Tennessee



Division of Human Resources and Organizational Development

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### JOB ANNOUNCEMENT

#### **Communications Specialist** **Tennessee Department of State** **Capitol Office**

#### **Mission**

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

**Supervisor:** Director of Communications

**Summary:** Responsible for assisting the Director of Communications in overseeing, managing, and directing communication efforts on behalf of the Department of State.

#### **Duties/Responsibilities:**

- Responsible for curating, monitoring and growing department social media platforms.
- Responsible for monitoring department media placements or mentions.
- Maintain consistent contact with department management and leadership in order to effectively gather and disseminate content.
- Compose and editing internal and external communications and media outreach efforts.
- Assist with routine department website updates.
- Responsible for developing strategies to leverage social media platforms in order to communicate effectively with the public or other external audiences.
- In the absence of the Director of Communications, handle all levels of media relations for the department.
- Perform other duties as assigned.

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**Minimum Qualifications:****Education and Experience:**

- Graduation from an accredited four-year college or university with a bachelor's degree in a journalism or communications-related field.
- At least three (3) years of increasingly responsible experience preferably in a relevant communications, media, or public sector environment.

**Knowledge and Abilities:**

- Ability to think and produce creative work.
- Strong writing and editing skills, and a strong command of the English language.
- Ability to follow department (AP) style writing.
- Ability to communicate clearly and effectively internally and externally with the general public, government officials, and media personnel.
- Possess a high attention to detail.
- Possess a strong understanding of social media platforms and the ability to utilize applicable technology.
- Possess general knowledge and understanding of state government and the legislative process.
- Ability to manage challenges with practical and effective lasting solutions.
- Demonstrated proficiency in Microsoft Office Suite.
- Ability to manage various tasks throughout the day.
- Preference will be given to candidates with state or federal legislative office experience.

**Salary:** Commensurate with experience.

To apply, please email your letter of interest, references, and resume to the Division of Human Resources & Organizational Development, [sos.hr@tn.gov](mailto:sos.hr@tn.gov).